

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

February 13, 2002

Prepared by: Analisa Bevan
Draft Date: February 15, 2002
Final Version Date: April 10, 2002

Members Present

Tony Dickerson
Yusuf Ibrahim
Ivonne Guzman-Cicero
Joe Guerrero
Charles Ross
Judy Yee
Analisa Bevan

Guests Present

Gayle Yost
Hector Pelayo
Cindy Francisco

Members Absent

Chuck Owens
Stephanie Hernandez

The meeting was called to order at 9:45 a.m. The meeting was held by conference call between the Cal/EPA Headquarters Building located in Sacramento and ARB El Monte offices.

APPROVAL PREVIOUS MINUTES

The committee discussed approval of the March 2001, August 2001 and January 2002 minutes. Additional review or modification was needed for each of these sets of minutes and approval was postponed to the next meeting.

EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE

As the committee's last meeting was only two weeks prior to this one, no new news was reported by the Equal Employment Opportunity Officer (Gayle Yost)

DISABILITY ADVISORY COMMITTEE

Gayle Yost reported no additional news on Disability Advisory issues as well.

CONTINUING (OLD) BUSINESS

Note Taking Procedures: The committee reviewed the changes made to the Note Taking Guidelines prepared by Stephanie Hernandez. The committee identified the following additional improvements to the guidelines:

- Section I. E. add members absent after Guests Present
- Section III. B remove "preferably before the next scheduled meeting" and replace with "within 10 days of the meeting"
- Section III. D remove "the first" and add "each"

- Section III. D. 1. Remove the “d” from incorporated
- Section V Change the title of this section to File Name Format
- Section V. A. Change this section to read: “Include the following information in the file name which specifies:”
- Section V. A. 3. Remove “Draft Number and”
- Section V. A. Rearrange order of numbered items to read:
 1. EEOAC
 2. Meeting Date (with Year)
 3. Draft or Final
 4. Draft Date
- Section V. B. Add this section to include sample file names:
 - EEOAC_Feb02_DRAFT_02-14-02.doc
 - EEOAC_Feb02_Final.doc

The committee agreed to provide these suggested additional modifications to Stephanie so that she can incorporate them into the guidelines for the committee’s approval at the next meeting.

Including the changes described above, the committee discussed the importance of responding to the minutes author in a timely manner in order to facilitate incorporation of comments and timely approval of minutes at the following meeting.

Analisa Bevan agreed to add the meeting date and expected minutes release dates to the Note Taking Calendar and re-send this revised table to committee members.

EEOAC Committee Meeting Dates: The committee reviewed and reaffirmed the decision to hold meetings on the second Tuesday of each month.

EEOAC PROJECTS

Career Decision Making Seminar Planning: Dates for Career Seminars in Sacramento and El Monte were discussed. Late September was identified as a good period for Sacramento and early October appears to work for El Monte. August and October were ruled out for Sacramento (vacations in August and Disability Awareness Month in October were identified as obstacles). June and July were cited as tough months for El Monte due to Board item calendars for MSOD. The committee narrowed down suggested dates to September 24, 2002 for Sacramento and the following week, October 1, 2002 for El Monte.

Initial action items for the planning of these events include: reservation of meeting rooms and establishment of the panel of speakers. It was suggested that the Coastal or Central Valley Hearing Rooms be reserved for the Sacramento event.

Previous Career Seminars have covered the exam process, preparation for exams, exam panel expectations, hiring and interview process, training and development

assignments and the experiences of specific staff who have traveled the career ladders in ARB.

The following additional suggestions were made for the Seminar: presenters from both locations (Sacramento and El Monte) should be present at each Seminar. A University speaker would be an excellent addition to the panel to share the opportunities possible for obtaining relevant degrees while working at ARB and the career possibilities that may be opened up. A hand out should be prepared for the Seminars which distills the relevant information presented and provides information about where to find additional information.

Cindy Francisco volunteered to assist with the seminar.

Action Items:

- A subcommittee was formed, comprised of Analisa Bevan, Joe Guerrero, Tony Dickerson and Hector Pelayo.
- Analisa Bevan will set up a meeting of the Subcommittee for February 20 at 10am.
- Gayle Yost will copy the previous Career Seminar Agendas for the committee.
- Analisa Bevan will explore with Bob Cross the idea of bringing an El Monte Branch Chief to the Sacramento Seminar to recruit for El Monte opportunities.

NEW BUSINESS / OPEN AGENDA

- Tony Dickerson will review last year accomplishments and set the goals for this year.
- Tony Dickerson will e-mail Analisa Bevan and Gayle Yost the new phone number for the conference phone used for the El Monte end of the meetings in HSL.
- The committee agreed to dispense with the notation of committee member location used in the notes as it was confusing as to whether it referred to the member's physical location for the meeting or their place of work. The committee agreed that in any case, it was not necessary.
- Gayle will post announcements of vacancies for the Committee to recruit replacements for Yusuf Ibrahim and Judy Lowder.
- This was Yusuf's last meeting as a member of the committee; his service as a member and past chair was appreciated.

ADJOURN

The chairman adjourned the meeting at 11:00 a.m.